



Revised 9/2024

## Planned Development Checklist

Page 1 of 2

### Planned Development Required Documents

**\*\*Submittals will not be reviewed until all items are received\*\***

The purpose of a Planned Development Zoning District ("PD District") is to provide for the development of land as an integral unit for single or mixed use in accordance with a PD concept plan that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD Districts are also intended to encourage flexible and creative planning, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to meet the current needs of the community, and to result in a higher quality development for the community than would result from the use of conventional zoning districts. PD requests will be reviewed with respect to the Future Land Use Plan and Comprehensive Plan.

No Planned Development District shall be established for a gross contiguous area less than the following:

- Single-family detached, attached and duplex uses: three (3) acres
- Multiple family uses: five (5) acres
- Nonresidential uses: two (2) acres
- Mixed residential and nonresidential uses: three (3) acres

The following items are required for a Planned Development (PD) Application to be considered administratively complete. Once all documents have been received, you will receive comments within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the request will be placed on the Planning & Zoning Commission meeting agenda for a recommendation, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority.

### Plan Format & General Standards (check if provided; indicate N/A if not applicable)

- ☐ Completed Application Form including all requirements as stated on the application form
- ☐ Application Fee (\$500.00 +\$10.00/acre, \$2,500.00 max)
- ☐ Tax Receipt showing current paid taxes
- ☐ A concept plan prepared in accordance with Chapter 28 of the Denison Municipal Code of Ordinances Section 28.13
- ☐ A list of all proposed development standards or requirements in the PD District which differ from the base zoning district. Where a PD District contains multiple land uses, a complete set of development standards or requirements for each proposed use
- ☐ A description of how any development standards or requirements that are different from those in the base district fulfill the ideals, goals, objectives, and/or concepts of the City's adopted comprehensive plan or any other formally adopted City planning document, such as the parks plan or public facility plan
- ☐ A description of how any development standards or requirements that are different from those in the base district fulfill the items listed in A. through I. of 28.43.2, of the Denison Municipal Code of Ordinances



### Plan Format & General Standards Continued (check if provided; indicate N/A if not applicable)

- ☐ Current Survey with Legal Description of proposed Base Zoning Districts (must extend to centerline of any ROW)
- ☐ Current Survey with Legal Description showing segments or sections which overlay Base Zoning District (must extend to centerline of any ROW)
- ☐ Project Narrative in Word document format shall address the following:
  - Compliance with the adopted Comprehensive Plan
  - Is there vacant land that is zoned for your proposed use available in other areas of the City? Why are those vacant areas not appropriate for your proposed project?
  - If approved, how will your request affect other areas designated for similar development?
  - How are the uses permitted by the requested Planned Development Zoning District appropriate in the immediate area surrounding the subject property and the city as a whole?
  - Identification of Base Zoning District and description of overlays or segments
- ☐ Where applicable: Elevations and a Floor Plan
- ☐ Electronic .pdf copies of full submittal
- ☐ Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee
- ☐ Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information
- ☐ Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood

### Important Resources

- Planning & Zoning Webpage: [Planning Department](#)
- Planned Development Overlay District: [Section 28.43](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)
- Building Code: [Building Construction Standards](#)
- Electrical Code: [National Electrical Code](#)



## Planned Development (PD) Application

Revised 9/2024

Page 1 of 3

*Prior to submitting a zoning change application, the applicant shall discuss the request with the Development Services Department and is encouraged to meet with adjacent property owners and HOA's.*

**Name of Development:** \_\_\_\_\_

**Property ID# (s):** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Location of Property:** \_\_\_\_\_ **Total Acreage:** \_\_\_\_\_

**Current Zoning District(s):** \_\_\_\_\_

**Proposed PD Zoning District(s):** \_\_\_\_\_

Type of Zoning Change Request	Application Fee (Per Fee Schedule)
<input type="checkbox"/> Planned Development (PD)	\$500.00 + \$10.00/acre, \$2,500.00 max

### Application Materials

- ☐ Copies of exhibits prepared in accordance with the Complete Application, Planned Development Checklist.
  - ☐ See Planned Development request checklist requirements.
- ☐ Electronic copies of all plats, plans, and exhibits in .pdf format.
- ☐ Application fees.
- ☐ Tax statement showing all property taxes are current.

### Property Owner Information:

Name of Person Authorized to Sign Application as Owner: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_



## Planned Development (PD) Application

Revised 9/2024

Page 2 of 3

**Check one of the following:**

☐ I will represent the application myself, or

☐ I hereby designate \_\_\_\_\_  
(printed name of representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principal contact person for responding to all requests for information.

**Project Representative Information**

Name of Person Authorized to be Project Representative: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Printed owner's name)

the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application: that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal

---

**Office Use Only**

Planned Development (PD) Zoning Case #: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Denison**  
**Developer Acknowledgement Form**

I, \_\_\_\_\_, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

\_\_\_\_\_  
**Owner/Project Representative**  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**